



# The City of Harrisburg, Pennsylvania, Incorporated March 19, 1860

DEPARTMENT OF ADMINISTRATION  
Bureau of Operations and Revenue

Tax & Enforcement Office  
Suite 305 A

Phone (717) 255-6513  
Fax (717) 255-6509

## **NOTICE: Effective May, 2004**

On April 14, 2004, members of the Harrisburg City Council, unanimously approved Bill No. 5-2004, as amended, which clarifies and expands the definition of "Landlord".

Amended language defines landlords, residential and/or commercial, as doing business within the City. "Landlord" meaning a person or entity who is in the business of leasing or renting one or more dwelling units, or one or more commercial space(s). For the purpose of this Chapter, "Commercial" shall include all business uses, including but not limited to, manufacturing/industrial use, retail/wholesale use, office space and provision of services.

If the owner occupies a dwelling complex as his/her primary residence, the leasing of more than two dwelling units or one or more commercial space(s) within the complex shall mean that the owner is a landlord.

Gross income receipts derived from rent is exempt from the Business Privilege and Mercantile Tax; however, non-rental receipts (i.e., managements fees, vending income, maintenance income and all other income) requires a separate Business Privilege and Mercantile License and those receipts are taxable.

Enclosed is the Business Privilege License for **20\_\_\_\_**. We have made every effort to identify all property owners who would fall under the guidelines as defined above.

A Business Privilege Landlord License is separate from any current Business Privilege and Mercantile License you may hold and is required for the rentals of property only; only one (1) landlord license es required regardless of the number of units rented.

A Business Privilege Landlord License is required if the business that is presently licensed pays rent to the property owner.

Notification or payment must be made within 30 days of receipt of this notice. Failure to do so may result in legal action being filed against you.

Thank you.

Tax & Enforcement Office

**CITY OF HARRISBURG**  
**APPLICATION FOR BUSINESS PRIVILEGE LANDLORD LICENSE**  
**(RESIDENTIAL AND/OR COMMERCIAL)**

**MAIL TO: TAX AND ENFORCEMENT OFFICE**  
10 N. 2<sup>ND</sup> STREET, SUITE 305A  
HARRISBURG, PA 17101

**LICENSE AND FILING FEE \$40.00**  
**DUE EVERY CALENDAR YEAR!!!!**  
**CHECK OR MONEY ORDER ONLY**  
**PAYABLE TO "CITY TREASURER"**  
DATE APPLIED \_\_\_\_\_

Application is hereby made for a Business Privilege and Mercantile License for the year(s) 20\_\_ as required by Chapter 5-715 of the Codified Ordinance for the City of Harrisburg as amended by the City Council of the City of Harrisburg stating that any Landlord who is in the business of leasing or renting out one or more dwelling units or one or more commercial space(s) shall be required to obtain a Business Privilege and Mercantile License.

1. Business name and address. If business is conducted under a corporate or fictitious name, please list name. **(PLEASE PRINT LEGIBLY)**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address City State Zip

\_\_\_\_\_  
Mailing address, if different than above City State Zip

\_\_\_\_\_  
Telephone Number IRS ID Number (EIN Number)

2. Check whether business is: ☐ Incorporated ☐ Partnership ☐ Individual ☐ Agent

3. Give the name(s) of the true owners of the said business, their legal residence (excluding post office boxes), social security number, date of Birth, and telephone number.

Name	Name	Name
Address	Address	Address
City/State/Zip	City/State/Zip	City/State/Zip
Social Security # - -	Social Security # - -	Social Security # - -
Date of Birth / /	Date of Birth / /	Date of Birth / /
Telephone # ( )	Telephone # ( )	Telephone # ( )
Driver's License No. & State - -	Driver's License No. & State - -	Driver's License No. & State - -

**FURTHER INFORMATION APPEARING ON REVERSE SIDE MUST BE COMPLETED!!!!**

4. Check the appropriate category: ☐ Residential ☐ Commercial ☐ Both

5. Number of Units: Residential \_\_\_\_\_ Commercial \_\_\_\_\_

6. Address of units (use separate sheet if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Have you ever been issued a Business Privilege and Mercantile License with the City of Harrisburg before? ☐ Yes ☐ No If yes, give name the license was issued \_\_\_\_\_

\_\_\_\_\_

8. Fire legal liability and casualty insurance information:

Insurance Company's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

**PLEASE NOTE:** Failure to provide the above information required for proper enforcement of the Business Privilege and Mercantile License shall cause rejection of this application and shall require a new application and filing fee.

**I VERIFY THAT THE STATEMENTS MADE HERIN ARE TURE AND CORRECT. I UNDERSTAND THAT FALSE STATEMENTS MADE HEREIN ARE SUBJECT TO THE PENALTIES OF 18PA.C.S.#4904 RELATING TO UNSWORN FALSIFICATION OF AUTHORITIES.**

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
DATE

\*\*\*\*\*OFFICIAL USE ONLY\*\*\*\*\*

I hereby certify that proper registration of the above-referred applicant has been established with the Tax and Enforcement Office.

\_\_\_\_\_  
TAX & ENFORCEMENT ADMINISTRATOR

\_\_\_\_\_  
DATE

OWNER'S I.D. NUMBER \_\_\_\_\_

LICENSE #: \_\_\_\_\_